

Request for Assistance Form

Purpose: To Request Clarification Regarding Processing Procedures and Guidelines for Review of Civilian Employee Real Estate Expenses Associated with PCS move to or from the San Antonio Area

Employee

Name:

Contact Phone:

Employee

Contact Email

Employee Certification

You must check each line below certifying that you have consulted the following resources prior to submitting this request:

_____ I have reviewed the DFAS Handbook*/ Civilian Employee Travel website at:
<http://www.dfas.mil/dfas/pcstravel.html> under Additional Resources, Civilian PCS Handbook.

_____ I have reviewed the ARNORTH & Fort Sam Houston Real Estate Reimbursement Guide.

☐ _____ I have addressed my inquiry to my agency's Approval Authority (AA) and my agency AA could not resolve my concerns.

Employee Request

Please type the nature of your inquiry below and submit it with the following subject heading "Real Estate Reimbursement Inquiry Form-(Employee First and Last Name)" to the following email address: usarmy.jbsa.asa.mbx.rersja@mail.mil .

Your request will be processed by the staff of the Office of the Staff Judge Advocate, who will respond to you via email or telephone as appropriate. OSJA staff are responsible for advising the approval authorities who take action on real estate reimbursement requests and are prohibited from providing legal advice to you regarding your real estate reimbursement request (for example, staff will not provide an opinion regarding the interpretation of law or regulation as it applies to your particular real estate transaction, this is particularly true if you have not already sold or purchased the property for which you intend to claim reimbursement).

**TYPE
INQUIRY
BELOW**